



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Police Services Officer
Class Code Number	6180

General Statement of Duties

Provides a variety of non-sworn police support services; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform a wide variety of non-sworn duties in order to provide support to patrol units and community members. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and at a variety of field sites.

Examples of Essential Work (Illustrative Only)

- Takes crime reports and performs required follow-up functions, including booking found property, serving subpoenas, taking missing person, vehicle burglary, and vandalism reports, performing assigned evidence work such as latent fingerprint dusting, and gathering fingerprints as needed;
- Patrols apartment complexes owned by the Housing Authority in efforts to deter crime, including communicating with residents regarding on-going crime related problems, taking crime reports, and providing support to crime victims;
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination;

- Performs additional duties as needed in the absence of the Animal Control Officer and other assigned police support personnel;
- Participates in the organization and implementation of crime prevention activities, including acting as a contact person for programs such as neighborhood watch;
- Performs required research in order to locate information for the problem-oriented policing unit, including gathering available information on possible drug houses, wanted and paroled persons, and property owners as necessary;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p align="center">Required Knowledge, Skills, and Abilities</p>
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| <ul style="list-style-type: none"> • Substantial knowledge of applicable California Penal, Vehicle, Health and Safety, Welfare and Institution, and Eureka Municipal Codes; • Substantial knowledge of Eureka Police Department policies, regulations, and guidelines; • Substantial knowledge of department and State laws regarding confidential information; • Substantial knowledge of applicable criminal and civil laws, including the ability to explain the difference to the general public; • Substantial knowledge of crime scene investigations; • Ability to use and extrapolate information from various legal handbooks and documents; • Ability to gather and preserve evidence according to established guidelines; • Ability to tactfully handle individuals from a variety of socioeconomic backgrounds; • Ability to operate radio communication equipment; • Ability to work independently with minimal supervision; • Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; • Ability to understand and follow oral and/or written policies, procedures, and instructions; • Ability to prepare and present accurate and reliable reports containing findings and recommendations; • Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks; • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; • Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; • Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; • Integrity, ingenuity, and inventiveness in the performance of assigned tasks. |
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Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Criminal Justice or a closely related field; and
- Some (one to three years) experience in a legal or law enforcement related field.

Required Special Qualifications

- Valid Class C California State Driver's license;
- NCIC Certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function at a variety of field sites, including possible exposure to a variety of weather conditions.